

# Newground Safety Tool Box Talks



## Giving a Construction Safety Talk

### Where?

*Before the meeting, visit the place where you want to have the talk and make sure:*

- It will be free from as many distractions as possible.
- It has enough room for everyone, and...
- That you can easily be seen and heard.

### When and How Long?

*“When” depends on what time of day is best for you and your crew. (maybe lunch or break time)*

*“How long” depends on:*

- If the topic is a “hot” one for the crew.
- Your ability to keep the discussion on track (making sure everyone has a chance to talk about any major safety items they are concerned about).
- Your decision to use photos, diagrams or tools (if you use handouts, make sure you have enough).

### What Should I Say?

*When deciding on which safety talk to use, think about:*

- What the crew is doing now or will be doing in the near future (you won’t have much time, so it’s better to concentrate on one specific safety point).

- What accidents or near accidents have involved the crew or any that they know of, including safety questions coming out of them.
- Potential safety hazards in the current job or near future.

### Motivation Tips:

- Give the crew a chance to say what’s on their minds.
- Safety is everybody’s responsibility.

### Remember:

- Start the meeting on time.
- *Prepare* the subject so that it’s easier to talk about. (It also builds your confidence)
- **TALK! DON’T READ!**
- Use the “show and tell” section.
- Keep a list of who came to the meeting in the space provided.
- If your crew has a good safety record, tell them they’re doing a good job.
- Ask for any ideas that will help solve safety problems.
- Follow up what you talked about after the meeting.